

## Application for a Residential Tenancy



### Cautions provided pursuant to the Privacy Act 1993 and other information before applying for a residential tenancy.

#### In Terms of the Privacy Act 1993 you are given notice that:

1. Requests information- this application form asks you to provide personal information and
2. Purpose of collection - the information collected on this form is required so that the landlord is better able to assess whether you would be the best applicant on merit for the tenancy and to record limited information contained in the application form on a web-based database. The limited information concerns your identity and your last known address. This information is required to assist the landlord in locating you to enforce any unsatisfied money order made by the Tenancy Tribunal.
3. Recipient of information - the information is provided by you to the Landlord/Agent/Property Manager (Delete that which is inappropriate)
4. Sight information - I/we advise you that you have the right to see the information I/we hold about you
5. Correct information - to correct that information if it is incorrect in accordance with the Privacy Act 1993
6. Holding information - if you do not enter a tenancy agreement with the landlord referred to on this application form, the application form will be destroyed.
7. Uses of information - you are advised that some information relating to your identity and last known address may be supplied to a national web-based database.

Other information drawn to your attention:

By completing this form you evidence the fact that you are applying to rent a residential house/flat/apartment, and -

You are further advised that: If you do not supply all the information requested in this application form you may not be considered as the best applicant for the rental property or properties available

Please note:

A separate completed application form is required for each person who proposes to enter a tenancy agreement.



Address of rental property .....  
Intended moving date...../...../.....

## Section A Applicant Details

**Applicant #1** Name .....  
(First name) (Middle name) (Family name)  
Date of birth ...../...../.....  
Applicant home phone..... Mobile.....  
Email address.....  
Current address.....  
Length of time at this address.....years..... months  
Reason for leaving current address.....  
Identification: Drivers licence number: ..... Type .....  
Other form of ID .....  
Have you ever had a tenancy terminated before? Yes | No (Please circle)  
If yes, please provide details .....  
Have you ever had money deducted from your bond? Yes | No (Please circle)  
If yes please provide details .....  
Are you currently paying off a debt to any finance companies Yes | No  
If Yes how much.....  
Are you currently paying off a debt to any other landlord or property manager Yes | No  
If Yes give details .....

**Applicant #2** Name .....  
(First name) (Middle name) (Family name)  
Date of birth ...../...../.....  
Applicant home phone..... Mobile.....  
Email address.....  
Current address.....  
Length of time at this address.....years..... months  
Reason for leaving current address.....  
Identification: Drivers licence number: ..... Type .....  
Other form of ID .....  
Have you ever had a tenancy terminated before? Yes | No (Please circle)  
If yes, please provide details .....  
Have you ever had money deducted from your bond? Yes | No (Please circle)  
If yes please provide details .....  
Are you currently paying off a debt to any finance companies Yes | No  
If Yes how much.....  
Are you currently paying off a debt to any other landlord or property manager Yes | No  
If Yes give details .....

## Section B Chattels, Pets and Smokers:

Pets: Do you have a pet? YES | NO  
If yes, what is the pet? .....  
Smoking: Are you or any other prospective occupant, a smoker? YES | NO  
  
In the event of an emergency who would you like us to contact?.....  
Next of kin.....Phone.....  
Address for service.....  
(The address of a family member that does not live with you)  
Age: If you are under the age of 18 are you married? YES / NO  
Do you own any chattels? List here.....  
.....



### Section C Motor Vehicle Section:

Motor vehicle: Will you be parking a motor vehicle on the property? YES | NO

If yes how many?.....

Vehicle details: .....  
Make Model Colour Registration number

Who is the registered owner? .....

Is there finance on the vehicle.....

#### Applicant #2

Vehicle details: .....  
Make Model Colour Registration number

Who is the registered owner? .....

Is there finance on the vehicle.....

### Section D Income and Employment

**Applicant #1** What is your source of income .....

Income per week \$......| WINZ Number .....

Place of employment.....

Address .....

Managers name.....

Phone number..... How long with this employer? .....

Brief details of previous employment .....

Address .....

Managers name.....

Phone number..... How long with this employer? .....

**Applicant #2** What is your source of income .....

Income per week \$......| WINZ Number .....

Place of employment.....

Address .....

Managers name.....

Phone number..... How long with this employer? .....

Brief details of previous employment .....

Address .....

Managers name.....

Phone number..... How long with this employer? .....

### Section E References Section:

Please supply three referees

I agree to you contacting any of the following referees.

.....Telephone..... Email .....

.....Telephone..... Email.....

.....Telephone..... Email .....

I agree to you contacting my previous landlord for a reference

Previous landlords details 1:.....

First name Family name Telephone no

Address of previous property.....

Reason for leaving .....

Previous landlords details 2:.....

First name Family name Telephone no

Address of previous property.....

Reason for leaving .....



## Section D Other occupants

Number of people intending to reside at property (including applicant) .....

Children under the age of 18

Name..... Age .....

Name..... Age .....

Name..... Age .....

Name..... Age .....

I agree to you checking any of the details contained on this application form with any credit reference service or tenant information database.

I agree to you placing any of the information regarding my identity supplied on this application form on a national online database.

I agree that you may use any of the information on this application form to assist in the enforcement of any unsatisfied Order made against me by the Tenancy Tribunal.

I agree that you may use any of the information contained on any Tenancy Tribunal Order to assist the enforcement of any unsatisfied Money Order made against me by listing details of the order on an online national database.

I confirm the information in this form is true and correct and that I have read and signed the Cautions under the Privacy Act 1993 and other information on the other side of this application form before completing the application form itself.

(Signature of Applicant)..... Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Signature of Applicant)..... Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_





## Tenancy application information

In order to assist you with your application please read the following carefully.

You are welcome to drive by the property and view from the road side only remember this is private property UNDER NO circumstances are you to enter the grounds of the property or ask the occupier to view the inside. This will jeopardise your application.

Before the viewing please complete the application form and return it to Paragon Property Management with

1. Two forms of I.D. i.e. colour copies of drivers licences' and your passport for each adult intending to reside at the property
2. Proof of income (this may be a copy of a wage slip or if you are self employed a copy of a bank statement)

Move in costs

First weeks rent in advance

Bond – equivalent to four weeks rent

Letting fee – equivalent to one weeks rent plus g.s.t.

A non refundable deposit of the let fee is due immediately upon acceptance of your application.

The balance of the move in costs must be paid prior to moving into the house.

For further information please call:

09 2997842 ph

09 2997841 fax

022 0369 155

3 Buncrana Place, Drury

[lesley@paragonpm.co.nz](mailto:lesley@paragonpm.co.nz)

[www.paragonpropertymanagement.co.nz](http://www.paragonpropertymanagement.co.nz)

